

SCOPE OF WORK			
Position	:	Finance Officer	
Department	:	Vice CEO Office	
Employee Type	:	Contract	Revision Date : 17 September 2026
Location	:	Jakarta, Indonesia	

I. CISDI AND OUR CULTURE

CISDI is a full-service *center of expertise* that advances health system strengthening and development. Our vision is to set and implement health system standards, leaving no one behind by driving a systemic, evidence-based transformation of Indonesia's and other countries' health systems. We work in close collaboration with international institutions, governments, donors and private sector partners to support PHC systems and ensure robust and public-oriented policies are set and subsequently implemented.

We are positioned to continue this growth trajectory by expanding into new business sectors with service offerings driven by donors and private client's requests. To ensure we operate internally to the same high standards we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems to meet these changing market dynamics.

Guided by five mission pillars, our work integrates research, implementation, advocacy, communication, and collaboration into one continuous cycle. We conduct research to generate evidence that drives innovation and advocacy, and translate the evidence into implementation by strengthening primary health care through community engagement. We advocate for better health policy, governance, and right to health, while fostering public participation that turns awareness into collective action. Underpinning all of this is collaboration, through cross-sector partnerships and strategic forums that strengthen the health system as a whole.

Our people are at the heart of this work and contribute directly to our mission. CISDI brings together professionals from diverse disciplines who share a commitment to the public interest. We foster a collaborative environment as "super power" where ideas are valued regardless of position or tenure, where integrity and accountability shape how we use evidence, resources, and continuous learning being part of everyday work. We are committed to an inclusive and safe workplace and to a healthy balance between work and personal life.

We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or

length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

II. SUMMARY OF ROLE

A Finance Officer will perform financial system administration and monitoring tasks accurately and on time. Ensure the accounts payable and accounts receivable systems are properly recorded for all transactions. Carry out data recording and archiving for financial reporting purposes.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Main Activity	Output/Measurement
Technical Security	• Able to prepare bank, AR, and AP reconciliations • Understands the concept of Accrual • Able to comply with financial policies and their procedural processes • Records inventory items • Stays updated on tax regulations	• Monthly Bank Reconciliation Report, AR and AP Subledger Detail Accrual basis report • Zero findings of transaction recording errors • Asset Report in the Financial system. Simple weekly cash flow/payment projections. Well-organized financial documents and data

	• Able to create simple payment projections • Supports External Audit readiness through complete management of financial documentation and data.	
Regular Operation	• Ensures transactions are properly recorded in accordance with generally accepted accounting principles • Ensures transactions are carried out in accordance with their payment purpose • Records daily transaction expenses • Collects and stores transaction evidence and vendor data • Able to maintain the confidentiality of company data • Able to carry out tasks related to institutions outside the Foundation to support the issuance of the Foundation's legal documents • Able to make payments and manage tax reporting documents at the Tax Service Office • Records supporting documents for Tax reports.	• Records transactions in accordance with PSAK (Indonesian Financial Accounting Standards) • Neatly organized storage of transaction evidence and vendor data • Zero violations of data breaches or leaks of confidential financial/institutional information • Timely completion of the Foundation's legal document processing with external institutions, in line with project targets • Calculation, Reporting, and payment of income tax (PPh)

V. WORKING RELATIONS

Type	Stakeholder	Purpose of Interaction
Internal	Finance Administration Lead	Daily supervision and approval of financial report output
	Internal Tax Consultant	Coordination on tax calculation and reporting (income tax/PPh)
	Procurement Officer	Coordination of purchasing data and AP supporting documents

	Human Capital Operation Officer	Coordination of payroll data and employee-related payments
	Program/Project Manager	Coordination of budgets and project payment projections
	Internal Audit	Provision of documentation and data for audit purposes
External	Bank	Account reconciliation and banking transactions
	Vendors/Suppliers	Invoice verification, payments, and AP supporting documents
	Tax Service Office (KPP)	Reporting and payment of tax obligations
	External Auditor	Provision of financial documents and data for audit purposes
	Notary/Related Institutions	Processing of the Foundation's legal documents with external parties

VI. QUALIFICATIONS

A. Minimum Qualifications

- Minimum Diploma (D3) or Bachelor's degree (S1) in Accounting
- Knowledge of financial processes, budgeting, and cash management
- Strong organizational and multitasking skills
- Proficient in MS Office, Google Workspace, and other financial/accounting systems
- Excellent written and verbal communication skills
- Ability to work effectively both in a team and independently
- High level of accuracy and attention to detail, along with strong numerical skills
- Experience working on donor-funded projects and financial compliance is an advantage
- Knowledge of taxation in Indonesia and familiarity with Indonesian tax systems
- Experience in audit processes and working with auditors to ensure compliance with financial regulations and organizational policies is an advantage
- This role may require working under tight deadlines and in a dynamic environment

B. Competencies

Technical Competencies:

- *Accounting practices and procedures*
- *Financial reporting*
- *Cash flow management*
- *Budget planning*
- *Tax regulations and procedures*
- *Administrative procedures*
- *Technologically literate, with experience using accounting and reporting software*
- *Proficient in Microsoft Office (Microsoft Excel, Word, PowerPoint)*
- *Skilled in using financial software or application*

Behavioral Competencies:

- *Problem-solving*
- *Effective communication*
- *Personal qualities of integrity, credibility, and dedication*